

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN- ADVERTISEMENT

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (Man or Woman) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Zonal P&C Officer
Reporting to: P&C Coordinator
Location: Upper Nile (Malakal)
Availability: ASAP

Purpose of the position:

To provide technical support in human resource management issues for the County Offices including recruitment, selection, employee relations, staff development, career management & employee welfare. Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

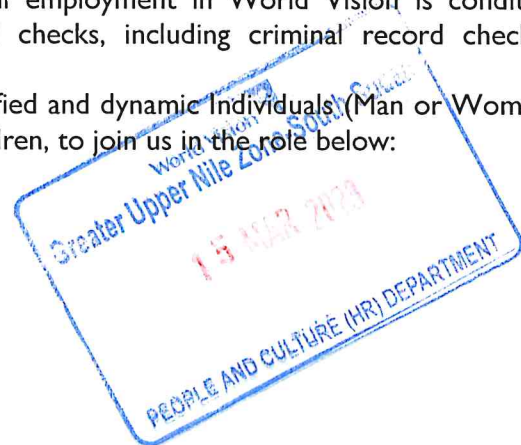
Major Roles and Responsibilities:

Staff Contract Management.

- ✓ Develop a contract tracker for your location and with the Zonal Office on weekly basis
- ✓ Ensure all staffs in your location have signed contracts and probation assessment is done
- ✓ Ensure all PM are notified two months prior to the end of the staff contracts
- ✓ Follow up for SRF for renewal of staffs contract and all types of contracts from National Office
- ✓ Prepare all casual contracts while ensuring that it is attached with safeguarding policy
- ✓ Prepare all documents required for processing of temporary staffs
- ✓ Request for M number for new recruits in your location

Recruitment Management;

- ✓ Develop a recruitment tracker/plan for the location
- ✓ Advertise a new position for your location with support from your supervisor
- ✓ Update your recruitment tracker/plan on a weekly basis
- ✓ Share your recruitment tracker every Friday to your supervisor/Zonal Office
- ✓ Participate fully in the recruitment of your location
- ✓ Support and participate in the induction/orientation of new recruits.



Payroll Management;

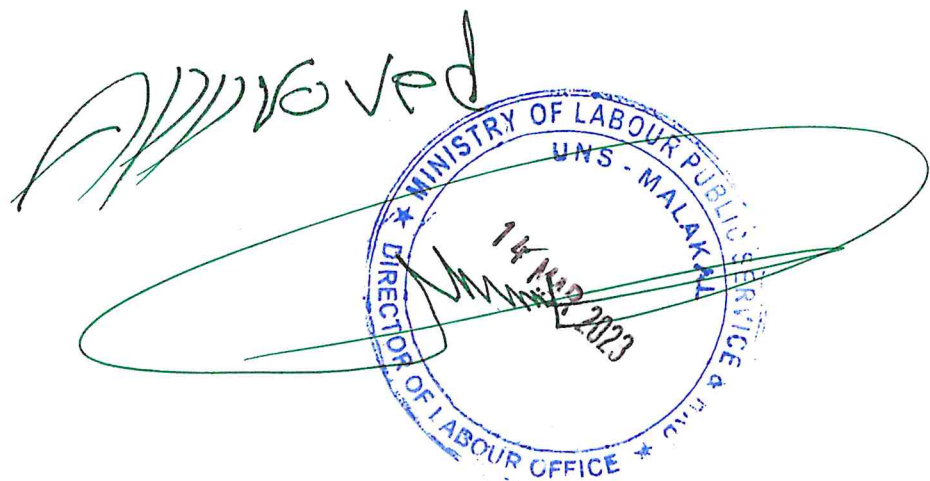
- ✓ Prepare the monthly payroll changes for your location and share with the Zonal Office before the 10th of every month
- ✓ Follow up on missing payments of staff in your location with payroll team and cc Zonal Office
- ✓ Follow up and verify keenly clearance forms of exited staff with well stipulated leave balance
- ✓ Prepare a list on monthly basis for exited staffs for your location and share with the Zonal Office and follow up on the certificate of service for all exited staffs
- ✓ Follow up on terminal benefits and support the staff to explain the statutory deductions HR Policy & Strategy;
- ✓ Ensure implementation of HR Strategies and policies focusing on full compliance of HR general working conditions and labor laws of South Sudan, WVI Staff Policies, procedures and staff guidelines
- ✓ Effectively implementation of the internal control to ensure compliance to the organizational policies and guidelines and provide Day to Day advise to the teams, on HR Policies and procedures in order to ensure consistency and understanding
- ✓ Ensure that each and every staff of WVI has received, read and signed the HR Policies and procedures which forms part of the staff contract and that copies of these signed policies and procedures are filed in the personnel file of each staff.
- ✓ Communicate all HR policies, procedures and standards to the staff and management within the County
- ✓ Ensuring that HR standards and processes are adhered to by all staff and management within the County

Staff Welfare & Administration Management;

- ✓ Ensure all staff have ID by preparing all required documentations for processing
- ✓ Support staff to fill in the medical insurance cards and share with the Zonal office
- ✓ Share all concern in relation to medical insurance for the staff in the zonal office
- ✓ Tack staff leave for your location and share with your supervisor on a weekly basis
- ✓ Verify the leave forms for all the staffs who are not on Our people system
- ✓ Participate in devotions and bible sharing of your location
- ✓ Hold quarterly meeting with the PM/Staff to understand the process of their activities and work
- ✓ Support staff welfare and social activities in the location
- ✓ Handle staff grievances and disciplinary issues in the location

Monitor the performance management of staff within the Counties

- ✓ Coordinate the staff performance management program
- ✓ Training the staff on the use of tools
- ✓ Adhere to WVI standard Performance Management timelines and submit Agreements



mid-term and end of appraisal reports to P&C Coordinator

Reporting

- ✓ Prepare a monthly report of detailing achievements, established division report writing guidelines;
- ✓ performs any other related duty as may be assigned.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training;

- Diploma /Bachelor degree in Human Resource Management or related field with minimum 2-3 years' experience in Human Resource management or related field in a non-profit organization
 - Training in the labour act of South Sudan
 - Knowledge and experience from among the following skill set is desirable
 - Must have computer knowledge (MS Word, Excel & Power point)
 - Ability to work in a conflict zone and harsh conditions with minimum infrastructures
 - Excellent organizational, communication, and interpersonal skill
 - Has strong knowledge of core principles of children rights, participation, do no harm, as well as children in emergencies minimum standards.
 - Demonstrate Christ-Centered life and work
- South Sudanese Nationals only;

How to apply?

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to **The Human Resource Manager, World Vision South Sudan** **Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email recruitsdno@wvi.org or Hand deliver to any of World Vision offices.

Closing date for receiving applications is 28th March 2023

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment).

All members of World Vision workforce have a role to play in promoting a safe and respectful workplace and should report to World Vision any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, World Vision will conduct a thorough background verification of the final candidate.

